

**Project Coordinator (Term)
Rowe School of Business**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

As part of a cross-country expansion of the leading accelerator program in Canada, the Creative Destruction Lab (CDL) provides startups with access to a network of accomplished entrepreneurs and investors. Reporting to the Associate Director, Innovation and Entrepreneurship, and working closely with CDL-Atlantic and CDL-Toronto team members, the Project Coordinator will support CDL-Atlantic's efforts to create more diverse and inclusive programming as well as provide marketing and event coordination.

Key Responsibilities:

- Guide consultation with key groups and stakeholders around the development of increased diversity and inclusion programming within CDL-Atlantic. Execute all related programming activities, outreach, and engagement in consultation with the Associate Director.
- Build on the existing High School program, which seeks to introduce underrepresented group members to entrepreneurship through CDL. This includes outreach and presentations to high school teachers, guidance counsellors and students, primarily in the Halifax Regional Municipality.
- Coordinate a wide range of CDL events. This includes ensuring compliance with the terms and conditions of CDL-Toronto and Dalhousie University; and overseeing all associated event logistics, such as schedule, venue, travel, IT requirements, registration and materials.
- In collaboration with CDL-Toronto and Dalhousie Communications & Marketing, expand CDL-Atlantic's marketing activities, including developing printed material, updating social media, and representing CDL-Atlantic at a range of networking and promotional events within the region.

Note: As dictated by business needs, occasional travel, evening and week-end work will be required.

Qualifications: Undergraduate degree in Business, Marketing, Public Relations or a related field with approximately three to five years of related experience (or equivalent training and experience). Demonstrated experience managing multiple projects simultaneously is essential. Proven ability to work collaboratively with individuals from diverse backgrounds, and experience in developing and promoting diversity and inclusiveness is required. Must have experience in event management; marketing, including social media and writing promotional material; and public speaking to a wide range of audiences. Strong problem-solving and organizational skills are required.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by January 16, 2019 to competition DPMG-19001.

Salary Range: \$44,034 - \$59,575 per annum (ADM-04) This is a two (2) year term position. This is a

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Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity

provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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